



Ministry of Communications and Information Technology

Task Management System

Document version I

Software Requirements Specification

Document | Draft Version I

December 2020 | Kabul, Afghanistan

CDO | MCIT

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REVISION HISTORY

Name	Date	Revision Description	Version
Mirwais Farahi , Senior Software Development Specialist	December 20, 2020		Version I

DOCUMENT APPROVAL

Signature	Printed Name	Title	Date

I INTRODUCTION

I.1 PURPOSE

The Software Requirements Specifications Document (SRS) is for the Task Management System (TMS) within the context of Digitalization for Ministry of Communications and Information Technology (MCIT). The main purpose of this document is to work as a guideline to develop and implement TMS that fulfills all the organization requirements. Furthermore, it will illustrate system constraints, and interface. The document is also intended to be used as a reference for developing the first version of the system for the development team.

I.2 DOCUMENT CONVENTIONS

The SRS document uses few different font sizes for clear distinction. In addition, main headings are numbered with whole numbers like 1. Introduction, 2. Overall Description. The subheadings are numbered with decimals like 1.1 Purpose, 1.2 Document Conventions.

I.3 INTENDED AUDIENCE AND READING SUGGESTIONS

The document is intended to be read by MCIT directors, head of MCIT departments, managers of MCIT departments, project managers, developers, testers, users, and documentation writers. The document is organized into 5 parts as 1. Introduction, 2. Overall Description, 3. External Interface Requirements, 4. System Features, 5. Other Nonfunctional Requirements, and 6. Other Requirements. All the parts are independent but reading the whole file in a sequential manner helps the reader to understand well the Task Management System.

I.4 PRODUCT SCOPE

The MCIT is performing manually the task management for various departments across Kabul, and IT directorates of MCIT in all provinces. To manage tasks, MCIT is not having a platform to track the tasks. The directorates of MCIT report their tasks manually to the top management. The top management of MCIT is not able to track the progress of tasks that are distributed.

MCIT departments reports of completed tasks has been shared manually to the top management. There is no mechanism within MCIT to verify the accuracy and validity of reports received.

To address all above problems with task management, there must be a task management solution to enhance task tracking and to generate accurate and timely reports about the progress of tasks.

Task Management System (TMS) is a lightweight and super-fast One Stop Solution for MCIT Project Management & Task Management, Organization's Accounts, Customer's data management tool which provides its project managers (PMs), Team Members, HRs, and Clients to collaborate and meet goals on time while managing resources and cost-efficiently. Task Management System offers an all in one feature where one can do projects management, task distribution, project/task progress tracking, sharing of the same dashboard with clients for project's and task's progress tracking and data sharing, Personalized notifications, Announcements, Calendar of Events, real-time chat among team members, manage Leave Requests of team members, resource planning, and team/organization collaborations.

Apart from all these TMS offers some exceptional features like RTL layout for the whole website for languages like Persian/Farsi, Pashto, etc.

TMS also offers some unique and best customization features like Setting up of Custom Fonts, Managing Store Currency, Time zone Settings, Logo Settings, Email Settings and more.,

The functionality and Scope of the system is as follows: -

- i. Project Management
- ii. Task Management
- iii. Team and Departments Management
- iv. User Configuration Management System
- v. Personalized Real-time chat
- vi. Personalized ToDo List and Notes System Settings
- vii. Language Settings
- viii. Announcements Management
- ix. Files Archiving relate to tasks and projects.

I.5 REFERENCES

- i. Handoyo, Eko, R. Rizal Isnantoa, and Mikhail Anachiva Sonda. "SRS Document Proposal Analysis on the Design of Management Information Systems According to IEEE STD 830-1998." *Procedia-Social and Behavioral Sciences* 67 (2012): 123-134.
- ii. Ali, Syed Waqas, Qazi Arbab Ahmed, and Imran Shafi. "Process to enhance the quality of software requirement specification document." *2018 International Conference on Engineering and Emerging Technologies (ICEET)*. IEEE, 2018.
- iii. Elliott Sr, Robert A., and Edward B. Allen. "A methodology for creating an IEEE standard 830-1998 software requirements specification document." *Journal of Computing Sciences in Colleges* 29.2 (2013): 123-131.

2 OVERALL DESCRIPTION

This section provides an overall description of the whole system. The basic functionality of the system and interaction with other systems will be explained. Furthermore, describes various types of users that will use the system and available functionality for each type of user. Finally, the constraints and assumptions for the system will be presented.

2.1 PRODUCT PERSPECTIVE

The system users are handled using workspaces. Every directorate or department of MCIT will have their own workspace, in which the admin and other staff members will be identified by the super admin. One user can be admin in a specific workspace, and he/she can be team member in another workspace. The admin of a workspace can add, and track tasks relate to a project. Team member in a workspace is only able to view and report his progress for a specific task.

The system is using a central Database to store the data. All the database communication will go over the Internet.

The following list shows the main functionalities of system: -

- Project Creation, Tracking and Files Archiving relate to a project
- Tasks Management and Tracking relate a project.
- Team and Department Management
- User Configuration Management.
- Email notifications for assigned tasks.
- Client account Management.
- Reporting to top management.
- Leave Management for Employees.
- Computerized achieving of documents.
- Restrict and allow user control based on standards and policy of MCIT.
- Language Settings.

2.2 PRODUCT FUNCTIONS

TMS is a standalone system that provides functionality described in the Product functions section. It includes projects management, task distribution, project/task progress tracking, sharing of the same dashboard with clients for project's and task's progress tracking and data sharing, Personalized notifications, Announcements, Calendar of Events, real-time chat among team members, manage Leave Requests of team members, resource planning, team/organization collaborations

Figure I shows the decomposition of TMS on the functionality area.

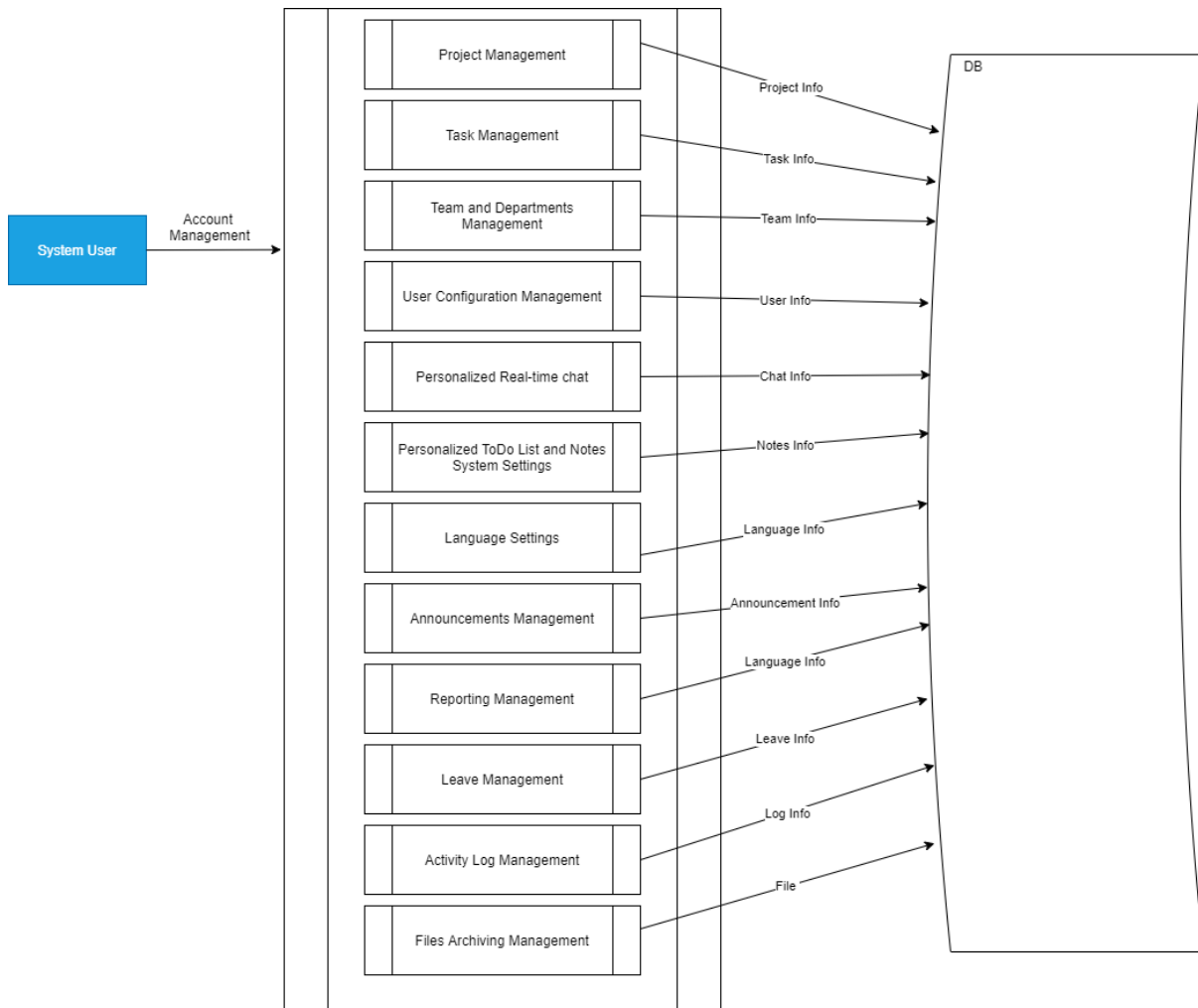


Figure 1: TMS Data Flow Diagram

2.3 USER CLASSES AND CHARACTERISTICS

There are four types of users to access and use the system. The users are defined as follows: -

- i. **Clients:** This type of user is an external official government buddy and organization which has a project with MCIT. The user can only view the progress relate to a project.
- ii. **Team Member:** The Team Member is the employee of MCIT who shares the assigned task progress.
- iii. **Admin:** The admin has access to create projects, tasks, file archiving, track tasks, and create user accounts. The admins are responsible to create other system users and validate the data of system based on their access level.
- iv. **Super Admin:** They are managing the overall system so there is no incorrect information within it. The super admins are responsible for managing all database users, taking backup, restoring recovery, maintaining the system and there is no system access level restrictions for them.

2.4 OPERATING ENVIRONMENT

The following hardware and software components are required for TMS: -

i. Hardware Components

a. Server Side

❖ **Linux Based Server: Two Linux Centos Servers**

1) **First Servers: for running the ERP**

- Operating System: Linux Centos
- Model: DELL EMC R940xa
- Ram at least: $8GB \times 8 = 64GB$ or $8GB \times 16 = 128GB$
- Ram Type: DDR3
- Processors: Core i7(at least 7th generation)
- Internet Bandwidth: 10Mbps
- SSL Certificates
- Yearly Operating System License fee: NO
- SQL server License: YES (have to calculate)
- Storage: 10 TB

2) **Second Server: for taking backup or use a secondary point to keep the system up and running.**

- Operating System: Linux Centos
- Model: DELL EMC R940xa
- Ram at least: $8GB \times 8 = 64GB$ or $8GB \times 16 = 128GB$
- Ram Type: DDR3
- Processors: Core i7(at least 7th generation)
- Internet Bandwidth: 10Mbps
- SSL Certificates
- Yearly Operating System License fee: NO
- SQL server License: YES (have to calculate)
- Storage: 10 TB

❖ **Windows Based Server: Two dedicated Windows 2016 servers**

1) **First Server: for running the ERP**

- Operating System: Windows
- Model: DELL EMC R940xa
- Ram at least: $8GB \times 8 = 64GB$ or $8GB \times 16 = 128GB$
- Ram Type: DDR3
- Processors: Core i7(at least 7th generation)
- Internet Bandwidth: 10Mbps
- SSL Certificates
- Yearly Operating System License fee: YES
- SQL server License: YES (have to calculate)
- Storage: 10 TB

2) **Second Server: for taking backup or use a secondary point to keep the system up and running**

- Operating System: Windows
- Model: DELL EMC R940xa
- Ram at least: $8GB \times 8 = 64GB$ or $8GB \times 16 = 128GB$
- Ram Type: DDR3
- Processors: Core i7(at least 7th generation)

- Internet Bandwidth: 10Mbps
 - SSL Certificates
 - Yearly Operating System License fee: YES
 - SQL server License: YES (have to calculate)
 - Storage: 10 TB
 - b. Client Side
 - Code i3 Laptop or Desktop with 4GB Ram or higher version
- ii. **Software Components**
- a. Server side
 - Ubuntu Server or Windows Server 2016 or higher version
 - Apache server
 - PHP Server Latest Version
 - CodeIgniter Version 3.x
 - b. Client Side
 - Close source (windows 7, 8, 10) or open source (Ubuntu, Linux) operating system.
 - Web browser (Mozilla Firefox, Google chrome, Internet explorer) latest version
 - Internet connectivity

2.5 DESIGN AND IMPLEMENTATION CONSTRAINTS

- The information of all users, project details, tasks for every project, Chat details, Notes details, and all other files relate to tasks and projects must be stored in the database.
- PHP and CodeIgniter Framework is used for development and MYSQL Server used as an engine and database.
- TMS is a web-based system, and it must be running 24 hours a day.
- Users may access from any computer that has browser and Internet connection.
- Users must have their correct usernames and passwords to enter their online accounts and do activities.

2.6 USER DOCUMENTATION

Technical Manual Guide: Technical manual document will be used by technical staff of MCIT for the system maintenance. Moreover, training sessions will be conducted for the technical staff.

2.7 ASSUMPTIONS AND DEPENDENCIES

It is assumed that the TMS system will work correctly with windows and Linux operating systems environments.

The following dependencies shall be there after system implementation at MCIT: -

- Agreement and support from senior management in order to use system.
- MCIT staff in various departments must have Computer in their office to use system.
- Network infrastructure must be there to provide connectivity from end user to server.
- MCIT staff should know the usage of TMS to store daily data related to tasks and perform tasks appropriately using the system.

3 EXTERNAL INTERFACE REQUIREMENTS

3.1 USER INTERFACES

The users will interact with TMS through a web-based interface. There shall be a friendly user interface for non-technical and technical users. In addition, an error web page will be used for unexpected system operations stating the cause of the error.

3.2 HARDWARE INTERFACES

The TMS is a web application, and for normal function of the system, it needs to interact with a Web server, Database server, Storage server, and required hardware to support operating system in server computer.

3.3 SOFTWARE INTERFACES

The Task Management System is a web portal, and it shall be developed under windows operating system.

3.4 COMMUNICATIONS INTERFACES

The architecture for communication shall follow the client-server model. The communication between client and server shall be maintained using a REST compliant web service and must be served over HTTPS protocol and the communication must be stateless. The FTP protocol shall be used to transfer files between client and server.

4 SYSTEM FEATURES

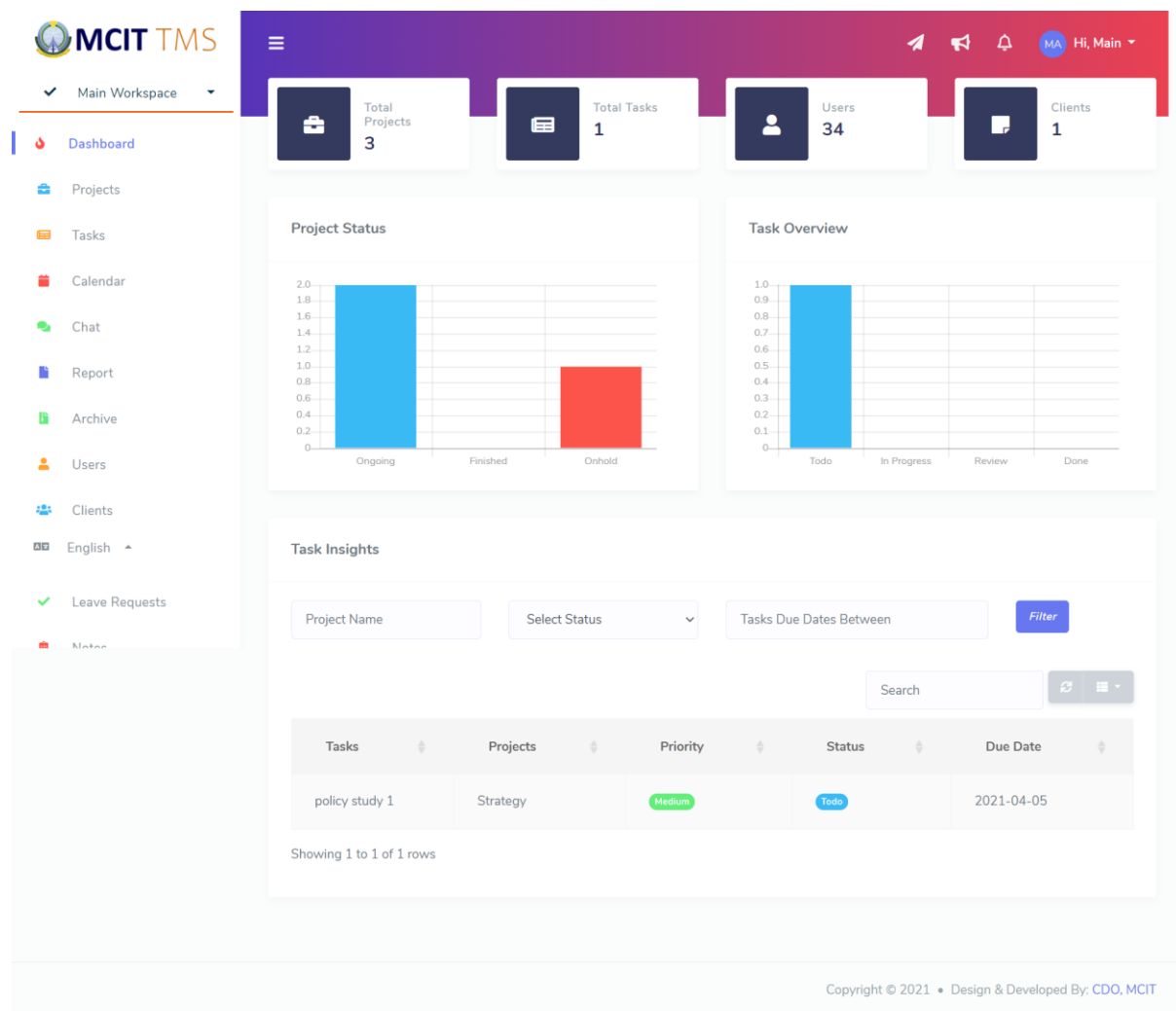
This section of the SRS describes requirements for the system's features.

4.1 TMS DASHBOARD

4.1.1 Description

The dashboard section contains graphical view of completed, under progress tasks and projects.

4.1.2 Visualized View



4.1.3 Functional Requirements

REQ: -I. System should view projects and tasks using graphs.

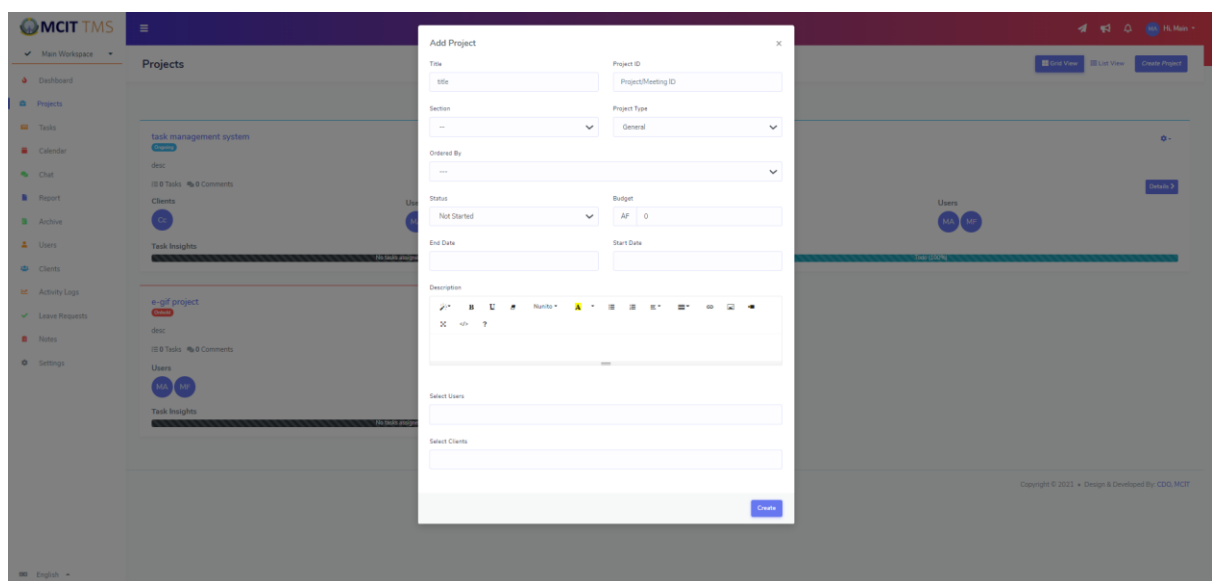
4.2 OVERFLIGHT, LANDING, DEPARTURE, PARKING AND LIGHTING FEE

4.1.1 Description

- To create unlimited number of project with start and end date of project, each with their own unique teams.
- Easily assign teams and departments to each project. After the creation of a project, can create tasks of that project and assign those tasks to the project team members to get tasks done.
- Can see all the details about projects like graphical overview, project tasks, project statistics, project files, project users.

4.1.2 Visual Flow Process

- Create a project



- List of Projects

MCIT TMS

Main Workspace

- Dashboard
- Projects
- Tasks
- Calendar
- Chat
- Report
- Archive
- Users
- Clients
- Activity Logs

English sts

Projects

Grid View List View Create Project

All Not Started Ongoing Finished Onhold Cancelled

task management system (Ongoing)

desc

0 Tasks 0 Comments

Cc MA MF

Task Insights: No tasks assigned

strategy (Ongoing)

desc

1 Tasks 1 Comments

Cc MA MF

Task Insights: Todo (100%)

e-gif project (Onhold)

desc

0 Tasks 0 Comments

MA MF

Task Insights: No tasks assigned

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MCIT TMS

Main Workspace

- Dashboard
- Projects
- Tasks
- Calendar
- Chat
- Report
- Archive
- Users
- Clients
- Activity Logs

English sts

Projects

Grid View List View Create Project

All Select Clients Select Users Filter

Search

Projects	Ordered By	Section	Project Type	Tasks	Users	Clients	Status
task management system	Minister	Hedayat	Development	0	MA MF	Cc	Ongoing
strategy	Minister	Masawba	Development	1	MA MF	Cc	Ongoing
e-gif project	Minister	Hedayat	Development	0	MA MF	Not assigned	Onhold

Showing 1 to 3 of 3 rows

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- View of a project details and related files

MCIT TMS

Main Workspace

- Dashboard
- Projects
- Tasks
- Calendar
- Chat
- Report
- Archive
- Users
- Clients
- Activity Logs
- English sts

Project Details

Project Tasks

Task Overview

task management system : 34400

ongoing

Start Date: 2021-04-05 End Date: 2021-04-05
Ordered By: Minister Project Type: Development

desc

Clients: Cc

Users: MA, MF

Budget

0

Days Left

0

Total Tasks

0

Comments

0

Upload Files

Drop Files Here To Upload

Uploaded Files

Preview	Name	Size	Action
No files uploaded yet!			

Milestones

Create

Title	Meeting Head	Start Date	Status	Summary	Cost	Action
No milestone created yet!						

- Task or project relate meeting details

Add Milestone

Title:

Meeting Head:

Start Date:

Status:

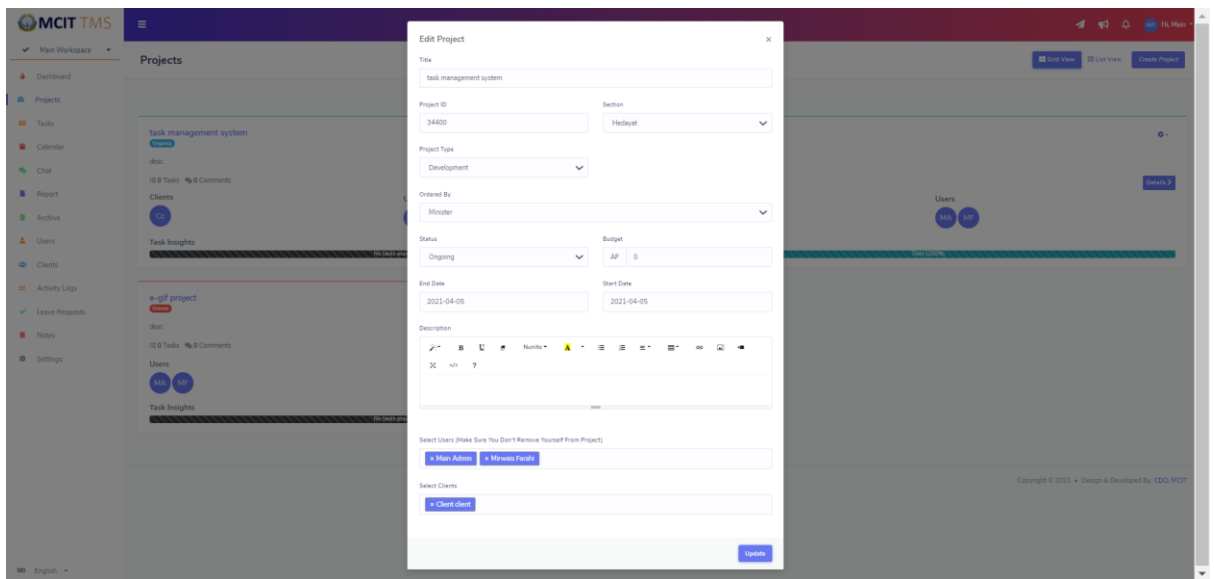
Cost:

Description:

Rich text editor with toolbar (Bold, Italic, Underline, Link, Nunito, etc.) and text area.

[Create](#)

- Edit project Details



4.1.3 Functional Requirements

- REQ: -1. Admin User should be able to add projects, files relate to project and meeting that is conducted relate a project.
- REQ: -2. Admin User should be able to modify and update the details of a project.
- REQ: -3. Admin User should be able to assign team members for a particular project.
- REQ: -4. Admin User should be able to view the related tasks to a project.
- REQ: -5. System should send automatic emails to the assigned team members for a project.

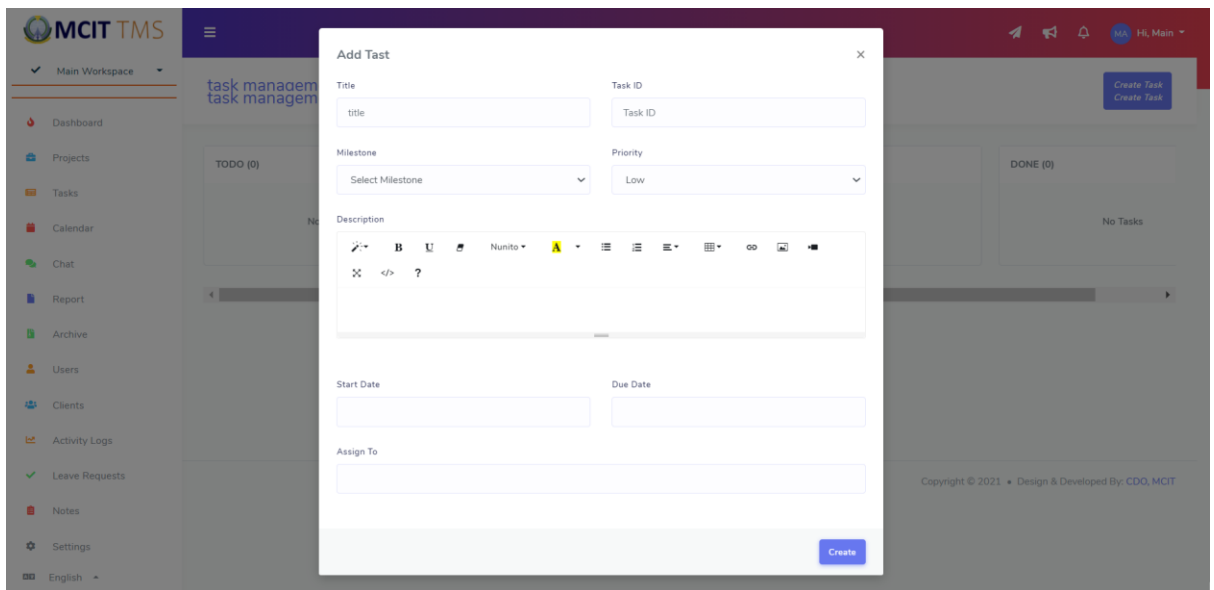
4.3 TASK MANAGEMENT

4.1.1 Description

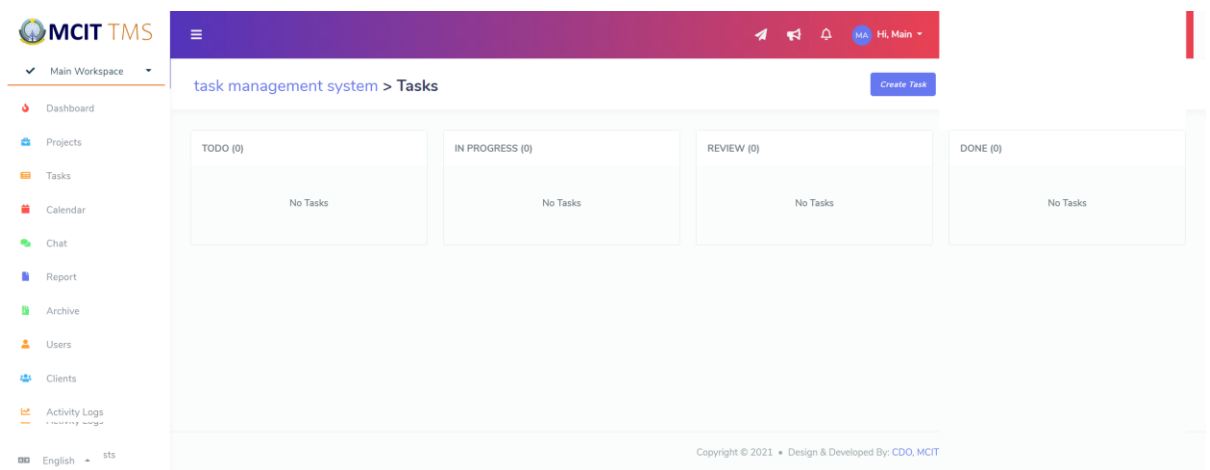
- Add a new task and prioritize them according to the need of MCIT.
- Assign the task to one or multiple team members and set a due date for task completion.
- Add comments and attach necessary files in a required task.
- Understand the status of tasks and can drag and drop the task to change the status of tasks.

4.1.2 Visual Process Flow

- Create Task for a project



- See the list of tasks that are completed, under process, pending and not started.



4.1.3 Functional Requirements

- REQ: -1. User should be able to update the progress of a task assigned to him.
- REQ: -2. User should be able to upload the reports relate to a task.
- REQ: -3. User should be able to comment and share the result of a completed task.
- REQ: -4. User should be able to update the task with unlimited comments.

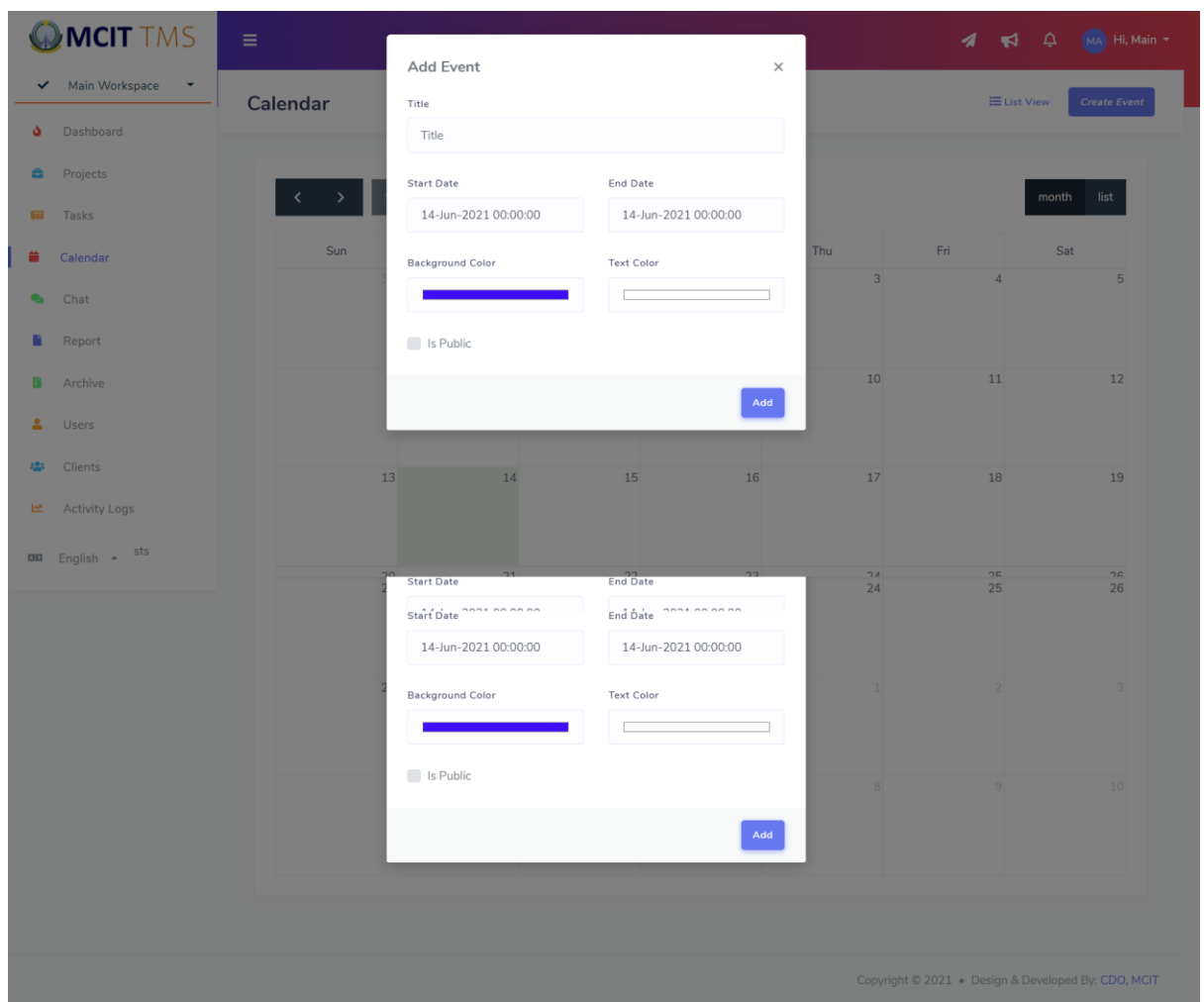
4.4 CALENDAR MANAGEMENT

4.1.1 Description

- User can add events such as upcoming meetings and other related events to a project.
- The events can be public seen by everyone on the workspace or private only seen by the user who creates the event.

4.1.2 Visual Process Flow

- Create an event



- View the events

MCIT TMS

Main Workspace

- Dashboard
- Projects
- Tasks
- Calendar**
- Chat
- Report
- Archive
- Users
- Clients
- Activity Logs
- English sts

Calendar

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

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MCIT TMS

Main Workspace

- Dashboard
- Projects
- Tasks
- Calendar**
- Chat
- Report
- Archive
- Users
- Clients
- Activity Logs
- English sts

Calendar

Grid View

Create Event

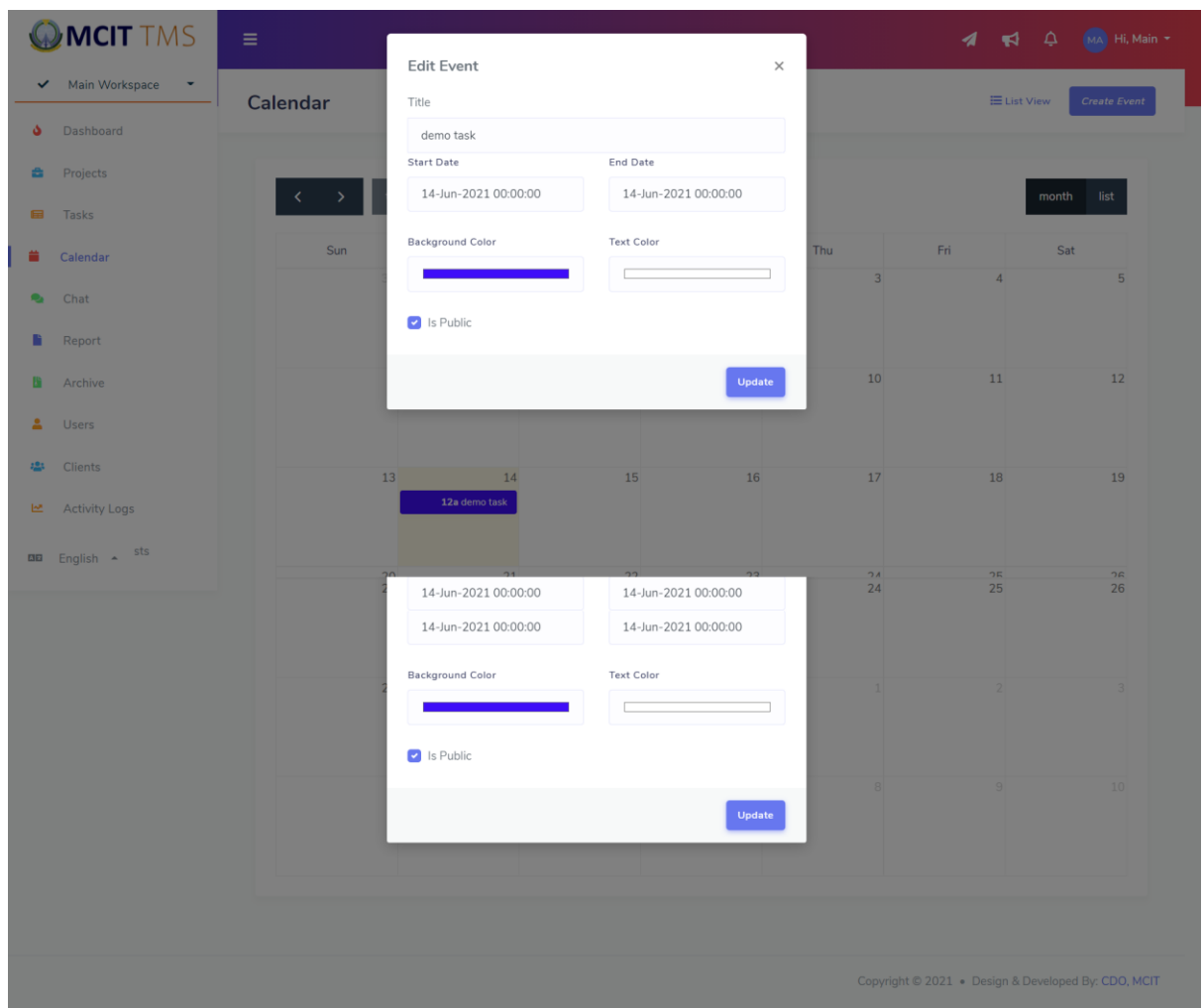
All Filter

Search

Title	From Date	To Date	Public	Action
No matching records found				

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- Edit an event details



4.1.3 Functional Requirements

- REQ: -1. Users should be able to see the upcoming events.
- REQ: -2. User who created the event should be able to modify the details of an event.

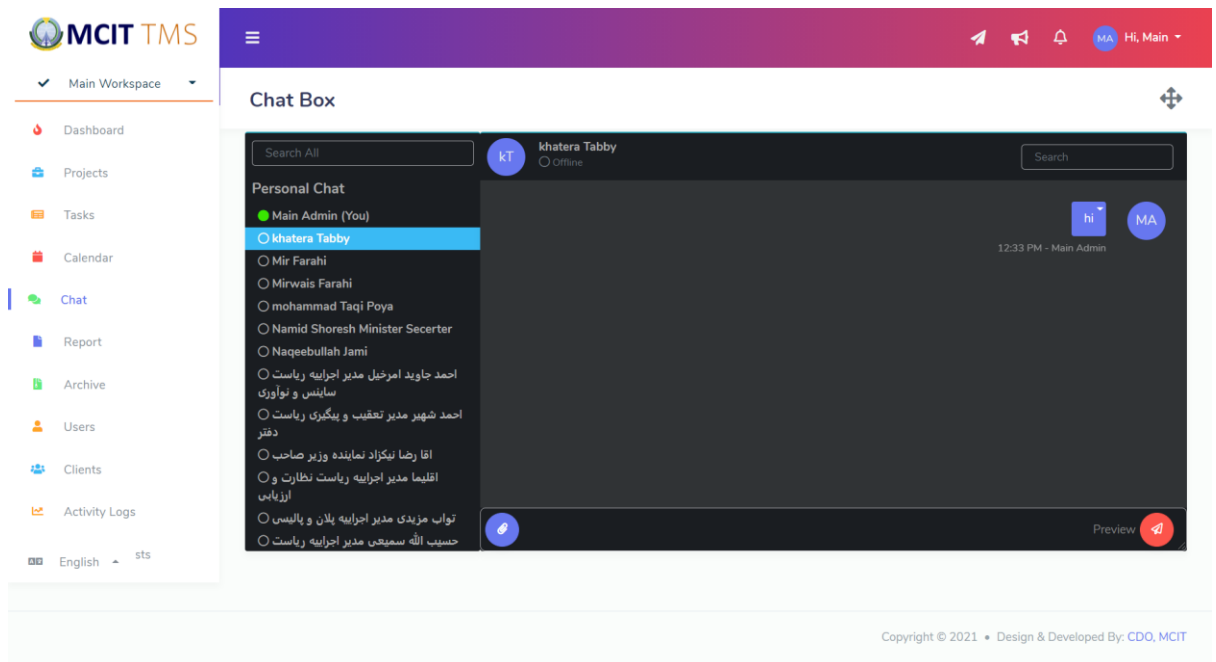
4.5 CHAT MANAGEMENT

4.1.1 Description

- The employees of MCIT can use the chat management system to communicate with each other.
- Share Files using chat system.
- And create group chats for a particular number of members.

4.1.2 Visual Process Flow

- Select a member to chat



4.1.3 Functional Requirements

- REQ: -3. Users should be able to see delete a chat message.
- REQ: -4. Users should be able to create group chats.
- REQ: -5. Users should be able to send files in chat.

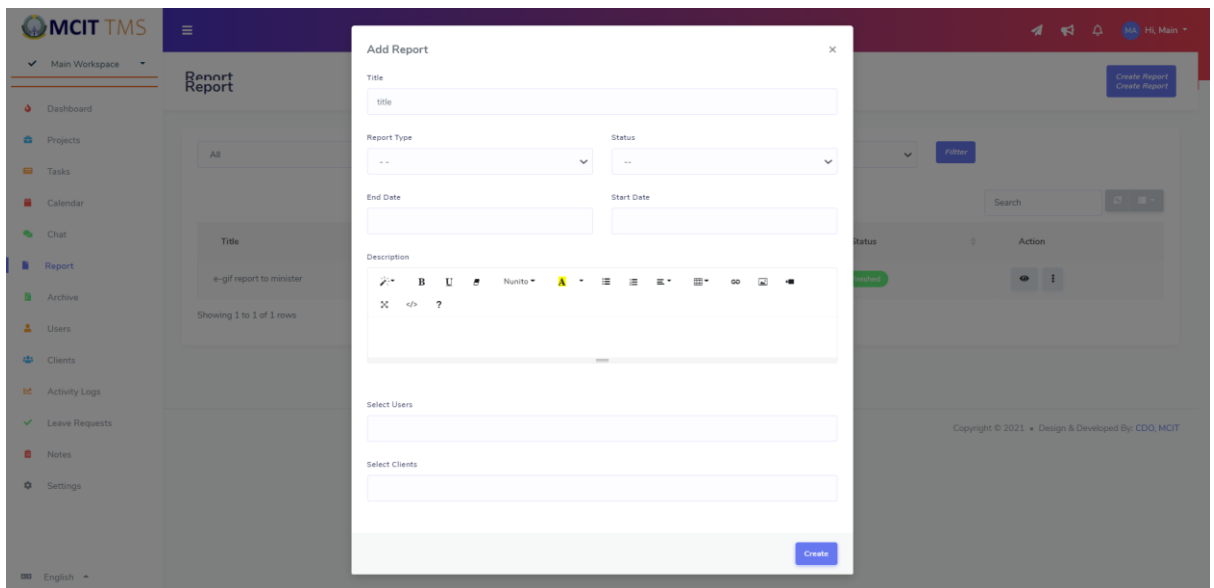
4.6 REPORTING MANAGEMENT

4.1.1 Description

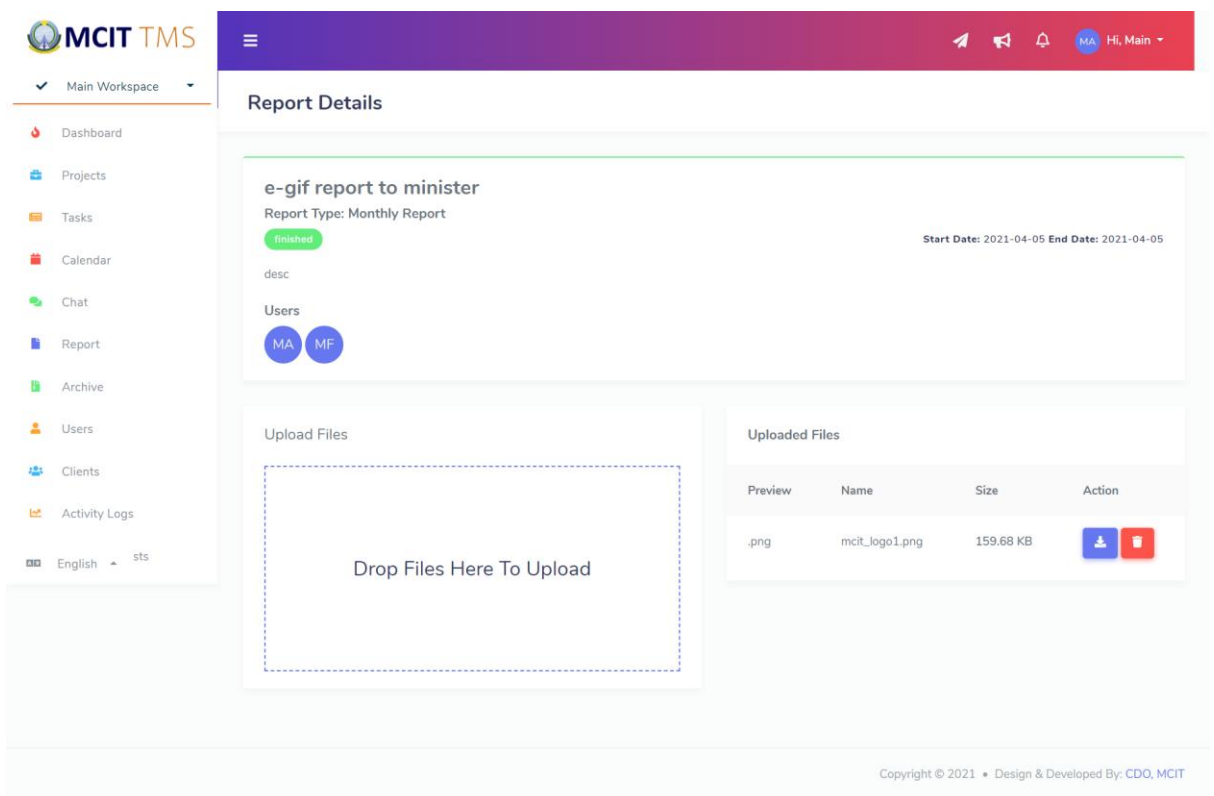
- Users can have daily, weekly, monthly, quarterly and early-base reports to the supervisor(s).
- Users can select to whom the report should be forwarded.

4.1.2 Visual Process Flow

- Create a report.



- View report details and can upload files relate a report.



- Edit a specific report

The screenshot shows the 'Edit Report' modal form within the MCIT TMS application. The form is titled 'Edit Report' and has a close button (X) in the top right corner. It contains the following fields and controls:

- Title:** A text input field containing 'e-gif report to minister'.
- Status:** A dropdown menu currently set to 'Finished'.
- Report Type:** A dropdown menu currently set to 'Monthly Report'.
- Start Date:** A date input field containing '2021-04-05'.
- End Date:** A date input field containing '2021-04-05'.
- Description:** A text area containing 'desc'.
- Select Users:** A section with the instruction '(Make Sure You Don't Remove Yourself From report)'. It contains two buttons: 'x Main Admin' and 'x Mirwais Farahi'.
- Select Clients:** An empty text input field.
- Update:** A blue button at the bottom right of the modal.

The background shows the MCIT TMS dashboard with a sidebar menu including Dashboard, Projects, Tasks, Calendar, Chat, Report, Archive, Users, Clients, and Activity Logs. The top navigation bar includes the MCIT TMS logo, a user profile 'Hi, Main', and a 'Create Report' button.

4.1.3 Functional Requirements

REQ: -6. Users should be able to select a list of top management to whom he/she wants to share the same report.

REQ: -7. Users should be able to upload files relate to a report.

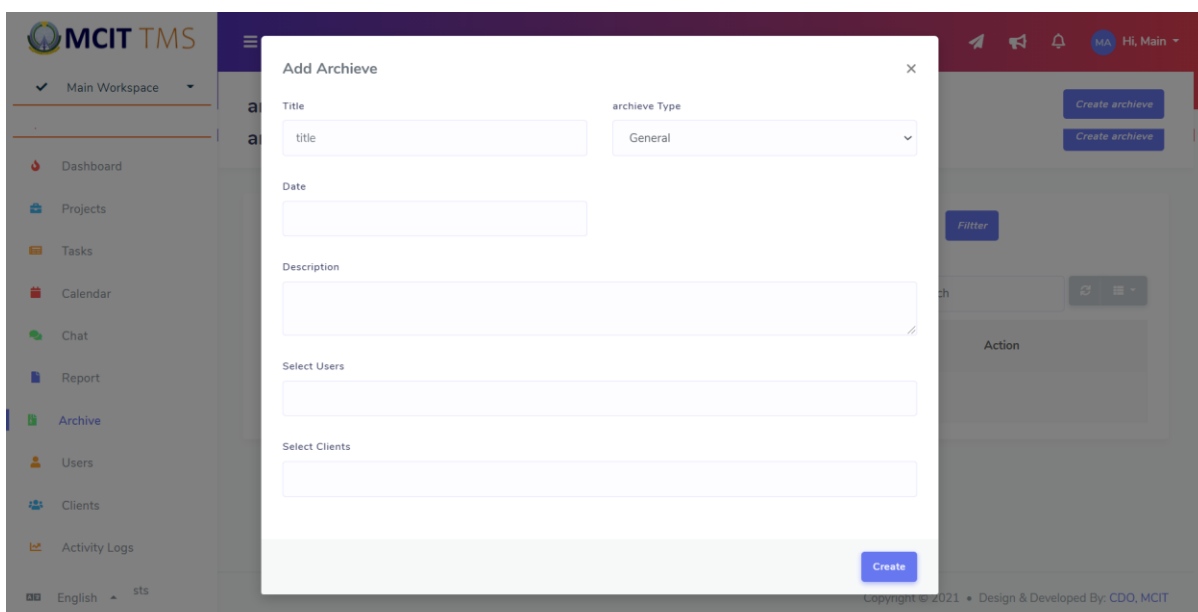
4.7 DOCUMENTS ARCHIVING MANAGEMENT

4.1.1 Description

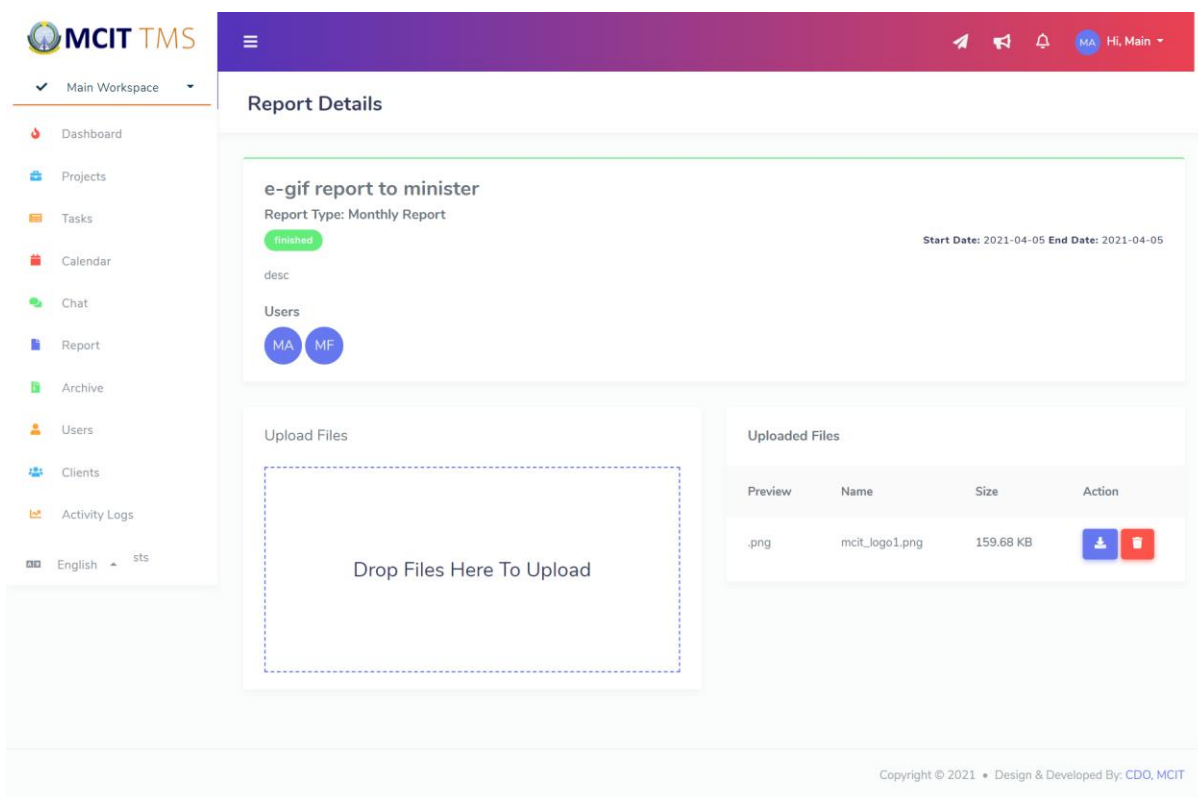
- The documents can be archived for future use.
- The documents can be searched using name, archived date, and other details.
- The document can be downloaded or deleted from the system.

4.1.2 Visual Process Flow

- Archive a single or multiple documents relate to a title.



- View document details and can upload more documents relate a single issue.



4.1.3 Functional Requirements

- REQ: -8. Users should be able to upload pdf, image, and text files.
- REQ: -9. Users should be able to change and update the details of archived files.

4.8 REPORTING MANAGEMENT

4.1.1 Description

- Users can have daily, weekly, monthly, quarterly and early-base reports to the supervisor(s).
- Users can select to whom the report should be forwarded.

4.1.2 Visual Process Flow

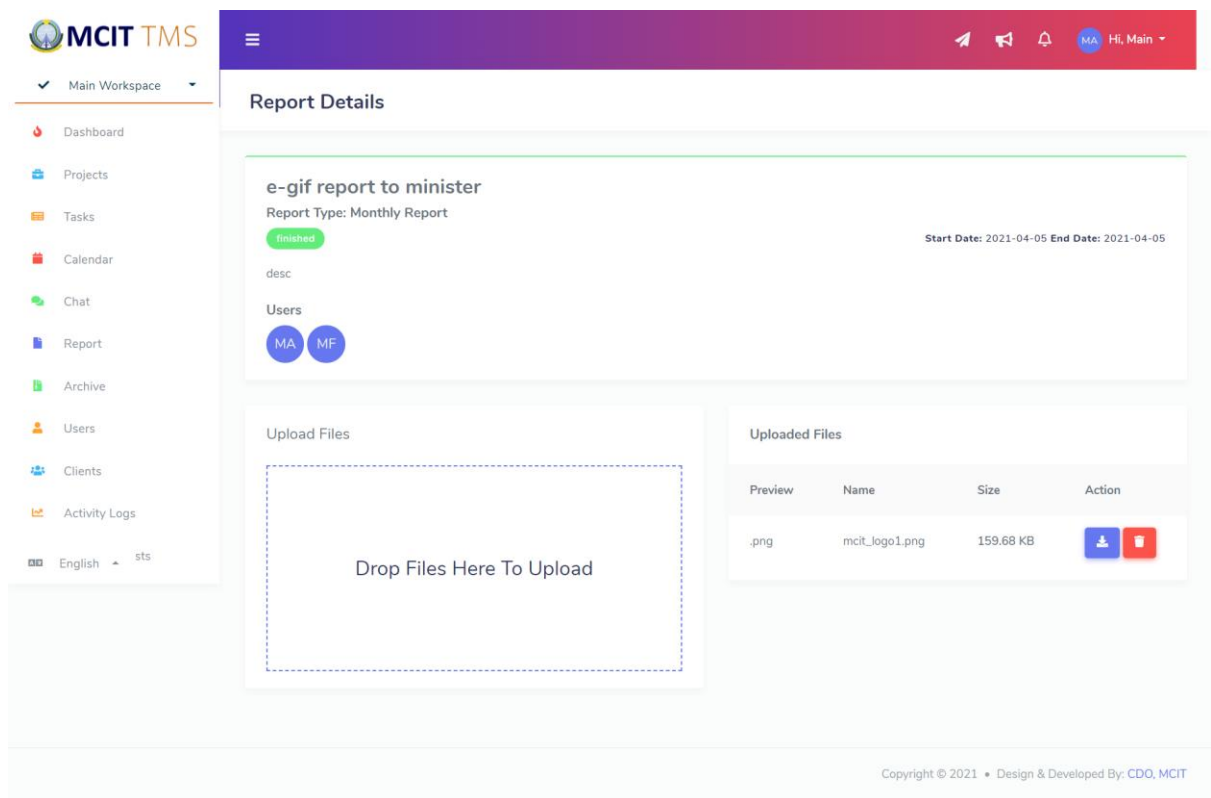
- Create a report

The screenshot displays the 'Add Report' modal window within the MCIT TMS application. The modal includes the following fields and controls:

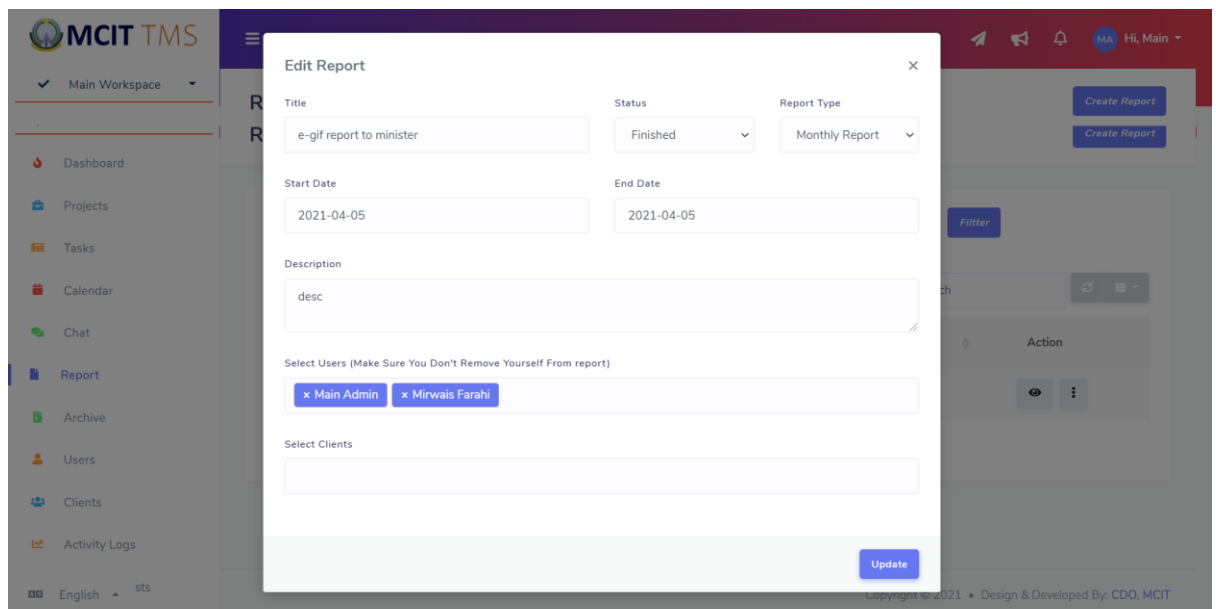
- Title:** A text input field.
- Report Type:** A dropdown menu.
- Status:** A dropdown menu.
- End Date:** A date input field.
- Start Date:** A date input field.
- Description:** A rich text editor with various formatting options (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, table, etc.).
- Select Users:** A text input field for selecting users.
- Select Clients:** A text input field for selecting clients.
- Create:** A blue button to submit the report.

The background shows the MCIT TMS dashboard with a sidebar menu containing options like Dashboard, Projects, Tasks, Calendar, Chat, Report, Archive, Users, Clients, Activity Logs, Leave Requests, Notes, and Settings. The 'Report' section is currently active, showing a table with one row titled 'e-gf report to minister'.

- View report details and can upload files relate a report.



- Edit a specific report



4.1.3 Functional Requirements

REQ: -10. Users should be able to select a list of top management to whom he/she wants to share the same report.

REQ: -11. Users should be able to upload files relate to a report.

4.9 USER CONFIGURATION AND MANAGEMENT

4.1.1 Description

- Super Admin can add admins and team members.
- Admins can add team members.
- A user can be admin in one workspace and team member in another workspace.

4.1.2 Visual Process Flow

- Add a user to the system.

Add User

Email (If User Already Exists In Other Workspace Than Select Email)

First Name: First Name

Last Name: Last Name

Password: Password

Confirm Password: Confirm Password

Address: Address

City: First Name

State: Last Name

Zip Code: Zip Code

Country: Country

Add

- View the list of added users to the system

The screenshot displays the 'Users' management page in the MCIT TMS system. The page features a sidebar with navigation links and a main content area with a table of users. The table columns are: Users, Role, Assigned (Projects and Tasks), Status, and Action. The users listed are:

Users	Role	Assigned Projects	Assigned Tasks	Status	Action
khatera Tabby (TABBYKHATERA@GMAIL.COM)	Admin	0	0	Active	
Main Admin (TASK.MCIT@GMAIL.COM)	Super Admin	3	0	Active	You
Mir Farahi (MIRFARAH92@GMAIL.COM)	Team Member	1	1	Active	
Mirwais Farahi (WAISFARAH@GMAIL.COM)	Team Member	2	1	Active	
mohammad Taqi Poya (MTAQIPOYA44@GMAIL.COM)	Team Member	0	0	Active	
Naqeebullah Jami (N.JAMI1353@GMAIL.COM)	Admin	0	0	Active	
Namid Shores Minister Secerter (NAWID.SHORESH@GMAIL.COM)	Admin	0	0	Active	
احمد جاوید امرخیل مدیر اجراییہ ریاست سائنس و نوآوری (AH.JAWIDAMARKHIL@GMAIL.COM)	Team Member	0	0	Active	
احمد شہیر مدیر تعقیب و پیگیری ریاست دفتر (SHAHEER.NAJEEB2@HOTMAIL.COM)	Team Member	0	0	Active	
اقا رضا نیکزاد نماینده وزیر صاحب (AGAREZA.NIKZAD@YAHOO.COM)	Team Member	0	0	Active	

The interface also includes a sidebar with navigation links and a main content area with a table of users. The bottom of the interface shows pagination information: 'Showing 1 to 10 of 34 rows' and '10 rows per page'.

4.1.3 Functional Requirements

- REQ: -I2. Super admin should be able to add team members and admins. Change their access level whenever required.
- REQ: -I3. System should send automatic emails to the user email once the account is created.
- REQ: -I4. System should send the user name and password along with the login link to the user.

4.10 CLIENT ACCOUNT MANAGEMENT

4.1.1 Description

- Client accounts can be added for the MCIT clients such as other government buddies and ministries.
- Clients use their account to view the project progress.

4.1.2 Visual Process Flow

- Add a client to the system.

Add User

Email (If User Already Exists In Other Workspace Than Select Email)

First Name:

Last Name:

Company:

Phone:

Password:

Confirm Password:

Address:

City:

State:

Zip Code:

Country:

Add

- View the list of added clients to the system

Clients

Search

Clients	Company	Assigned	Status	Action
Client client <small>FARAH1992@GMAIL.COM</small>	mcit	<div>2 Projects</div> <div>1 Tasks</div>	Active	

Showing 1 to 1 of 1 rows

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4.1.3 Functional Requirements

- REQ: -15. Super admin and admin should be able to make a client as a team member.
- REQ: -16. Super admin and admin should be able to delete a client.
- REQ: -17. Super admin and admin should be able to add a client a specific project or add him to another workspace.

4.1.1 ACTIVITY LOG MANAGEMENT

4.1.1 Description

- Activity log shows the activities performed by a specific user.
- The activities can add, delete, update or any other functionality performed by a user.

4.1.2 Visual Process Flow

- View the list of activities performed by users.

The screenshot displays the MCIT TMS Activity Log interface. The sidebar on the left contains navigation links: Main Workspace, Dashboard, Projects, Tasks, Calendar, Chat, Report, Archive, Users, Clients, and Activity Logs. The main content area is titled 'Activity Log' and features a table with the following columns: User Name, Activity, Type, Project, Task, Comment, File, and Milestone. The table contains 19 rows of activity logs, with the first 10 rows visible. Each row shows a user named 'You' performing an activity (Updated or Created) on a specific project and task. The table also includes a search bar and a filter button. The footer indicates 'Showing 1 to 10 of 19 rows' and '10 rows per page'.

User Name	Activity	Type	Project	Task	Comment	File	Milestone
You	Updated	Project	87892	-	-	-	-
You	Updated	Project	demo e-gif	-	-	-	-
You	Created	Project	task management system	-	-	-	-
You	Created	Comment	demo e-gif	policy study 1	completed	-	-
You	Updated	Task	demo e-gif	policy study	-	-	-
You	Updated	Task	demo e-gif	policy study	-	-	-
You	Created	Report	-	-	-	-	-
You	Updated	Task Status	demo e-gif	policy study	-	-	-
You	Updated	Task Status	demo e-gif	policy study	-	-	-
You	Created	Task	demo e-gif	policy study	-	-	-

Showing 1 to 10 of 19 rows 10 rows per page

4.1.3 Functional Requirements

REQ: -18. Super admin should be able to view the list of activity logs.

REQ: -19. No other user other than super admin is allowed to view the list of activity log.

4.12 LEAVE MANAGEMENT

4.1.1 Description

- Leave form can be filled by the team member in a particular project. It will help the supervisor at the end to know which employees has taken leave.
- Admin or project supervisor needs to approve the leave request.

4.1.2 Visual Process Flow

- Fill or request a leave

- View the list of requested leaves.

Name	Leave Duration	Reason	Status	Action By	Action
No matching records found					

4.1.3 Functional Requirements

REQ: -20. Project supervisor should be able to approve or reject the requested leaves.

REQ: -21. Project or Team Member should be able to view the status of request.

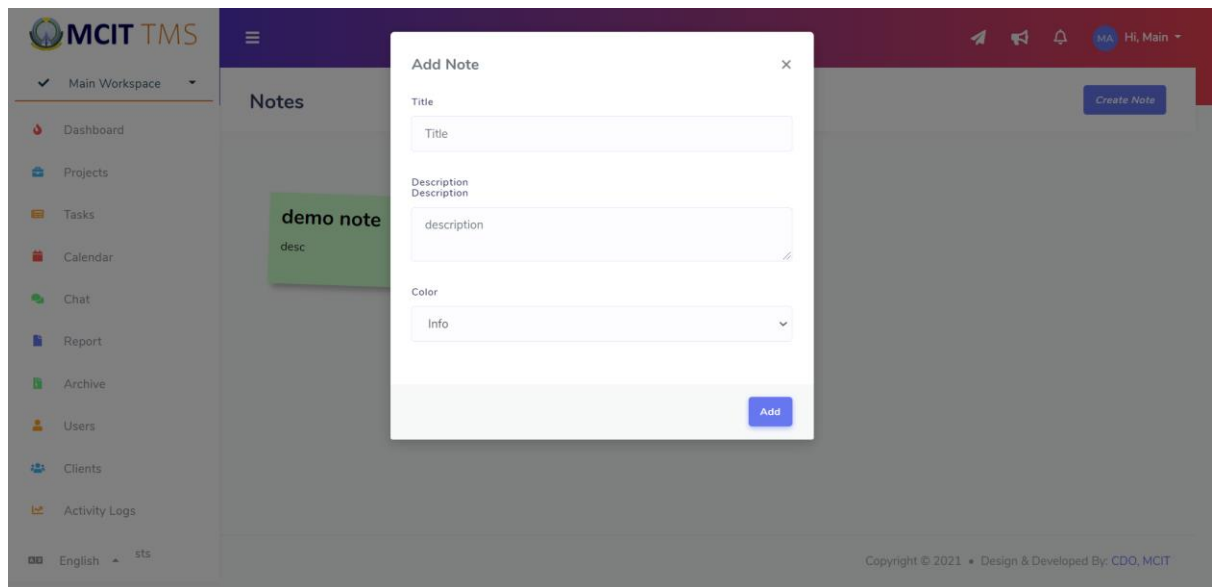
4.13 PERSONALIZED NOTES MANAGEMENT

4.1.1 Description

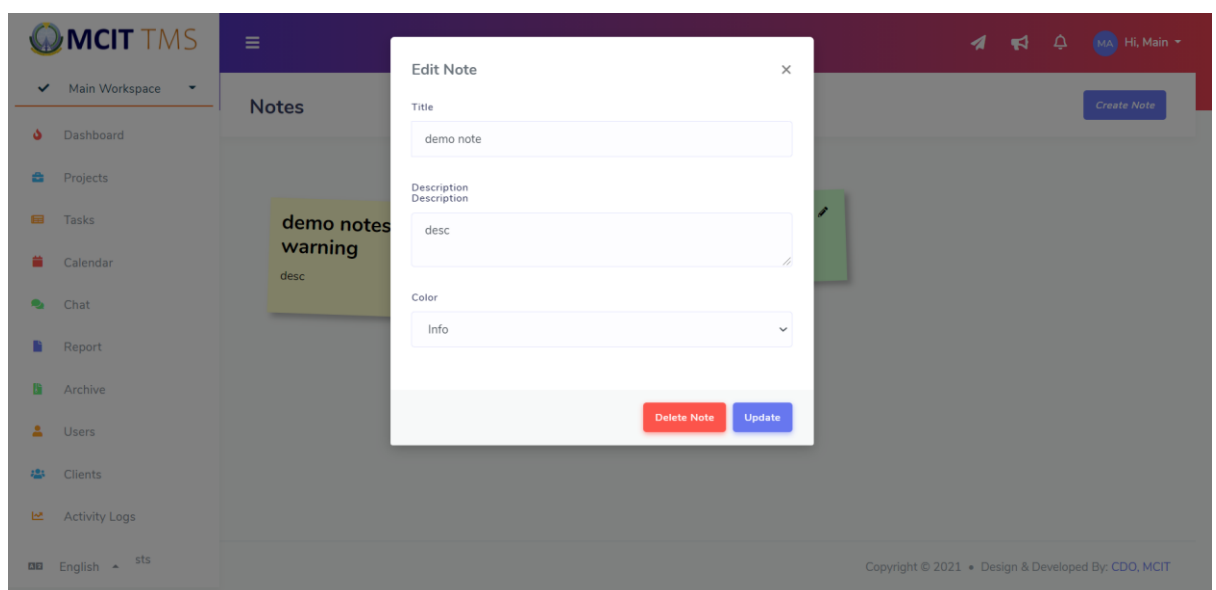
- User can create personalized notes for his daily tasks and reminders.

4.1.2 Visual Process Flow

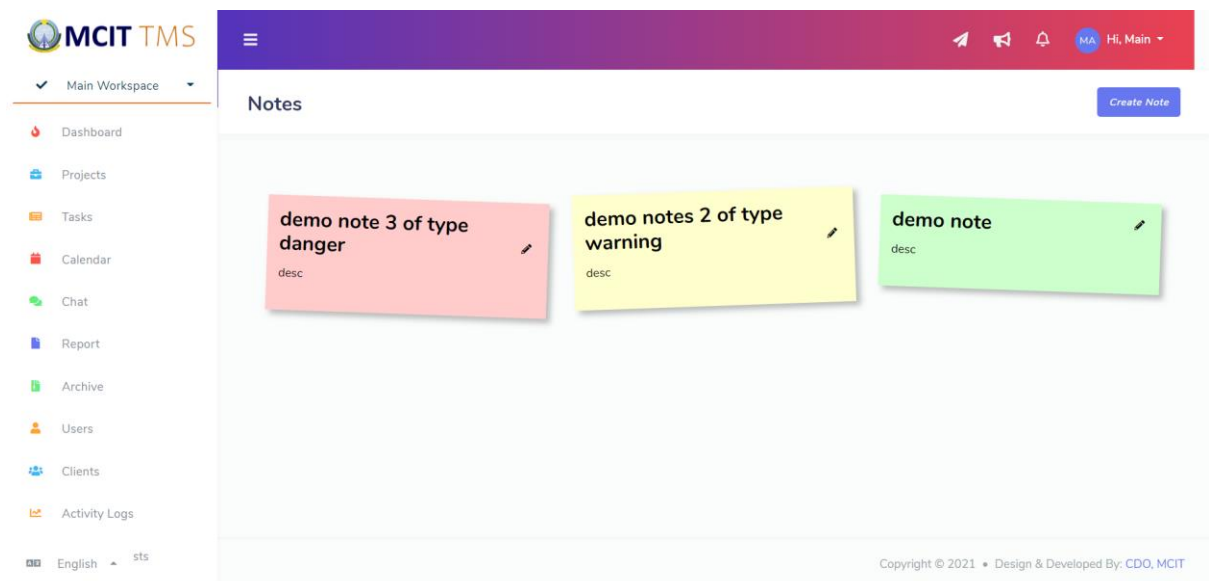
- Add or create a note



- Edit the note



- View the list of notes



4.1.3 Functional Requirements

- REQ: -22. User should be able to delete and edit the details of a note.
- REQ: -23. User should be able to categorize the notes based on priority.

4.14 SYSTEM SETTING MANAGEMENT

4.1.1 Description

- In the setting management, system name, URL, Logo, and other details can be changed according to the organization needs.
- Email address for automatic email generation from system can be added.
- System FCM Server Key, Web API, Project ID, and Sender ID can be added.

4.1.2 Visual Process Flow

- Add or modify system general setting

MCIT TMS

Main Workspace

- Dashboard
- Projects
- Tasks
- Calendar
- Chat
- Report
- Archive
- Users
- Clients
- Activity Logs
- English sts

Settings (Version 2.4) [Update](#)

Jump To

- General
- Email
- System

General Settings

General settings such as, company title, company logo and so on.

Company Title وزارت مخابرات و تګنالوجۍ معلوماتی

App URL <https://emis.mcit.gov.af/>

Full Logo Choose File [Browse](#)
The image must have a maximum size of 1MB

Half Logo Choose File [Browse](#)
The image must have a maximum size of 1MB

Favicon Choose File [Browse](#)
The image must have a maximum size of 1MB

Timezone Asia/Tehran - GMT +04:30 - 14:08 pm

System Fonts Default [Manage](#)

Currency Full Form Afghani

Currency Symbol AF **Currency Shortcode** AF

☒ Hide Budget/Costs From Users?

[Save Changes](#)

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- Add or edit email settings.

The screenshot displays the 'Settings (Version 2.4)' page in the MCIT TMS application. The left sidebar contains a 'Main Workspace' menu with options: Dashboard, Projects, Tasks, Calendar, Chat, Report, Archive, Users, Clients, Activity Logs, and a language selector (English, sts). The main content area is titled 'Settings (Version 2.4)' and features a 'Jump To' section with links for General, Email (selected), and System. The 'Email Settings' section is active, showing fields for Email (task.mcit@gmail.com), Password (Task@1111222112), SMTP Host (smtp.gmail.com), SMTP Port (587), Email Content Type (HTML), and SMTP Encryption (TLS). Each field has a descriptive text below it. A 'Save Changes' button is located at the bottom right of the settings area. The footer indicates 'Copyright © 2021 • Design & Developed By: CDO, MCIT'.

- System settings can be added or edited here

This screenshot shows the 'System Settings' section of the 'Settings (Version 2.4)' page. The 'Jump To' section on the left now highlights 'System'. The 'System Settings' section contains fields for FCM Server Key (AAAAIcyQbpU:APA91bGfTlgH5U67OowXQtVP2ibIRNV4i04YPKp5UT8Xx), Web API Key (YOUR_FCM_API_KEY), Project ID (task-management-system-3c14f), and Sender ID (145165938325). A 'Save Changes' button is at the bottom right. The footer remains 'Copyright © 2021 • Design & Developed By: CDO, MCIT'.

4.1.3 Functional Requirements

REQ: -24. Super admin should be able to add and change system relate configuration settings.

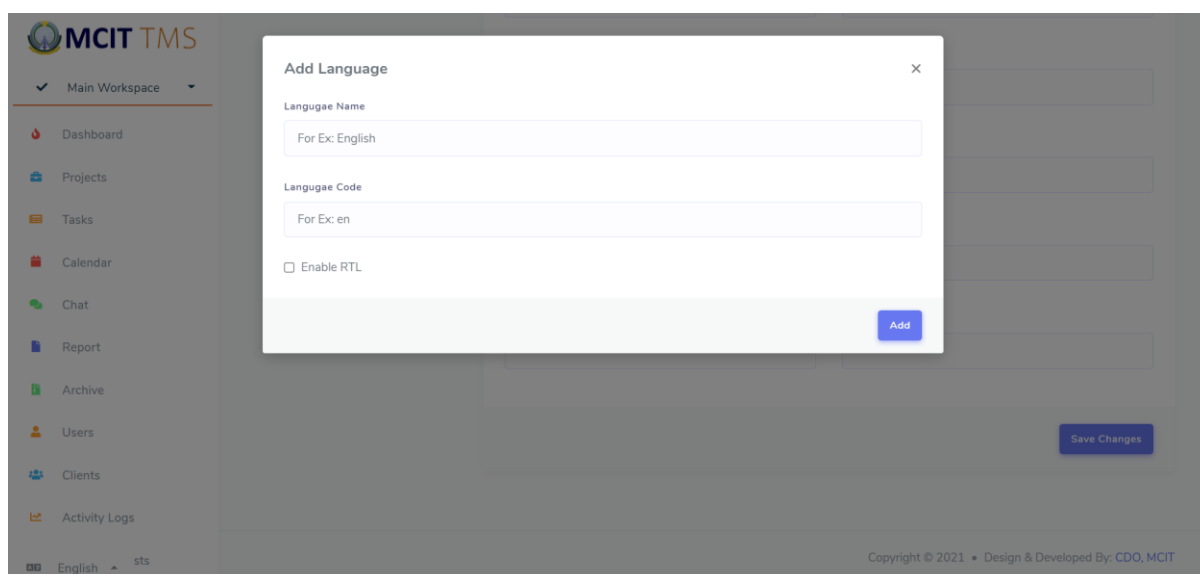
4.15 LANGUAGE SETTING MANAGEMENT

4.1.1 Description

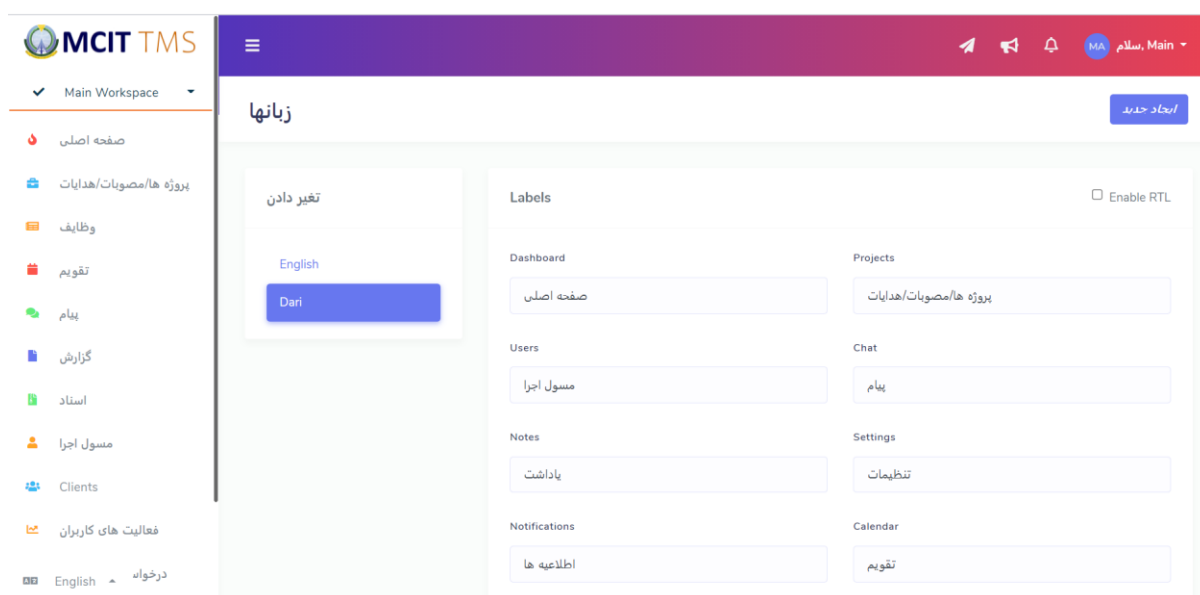
- User can add any language based on the organization needs.
- The System RTL and LTR can be decided based on the nature of a language.

4.1.2 Visual Process Flow

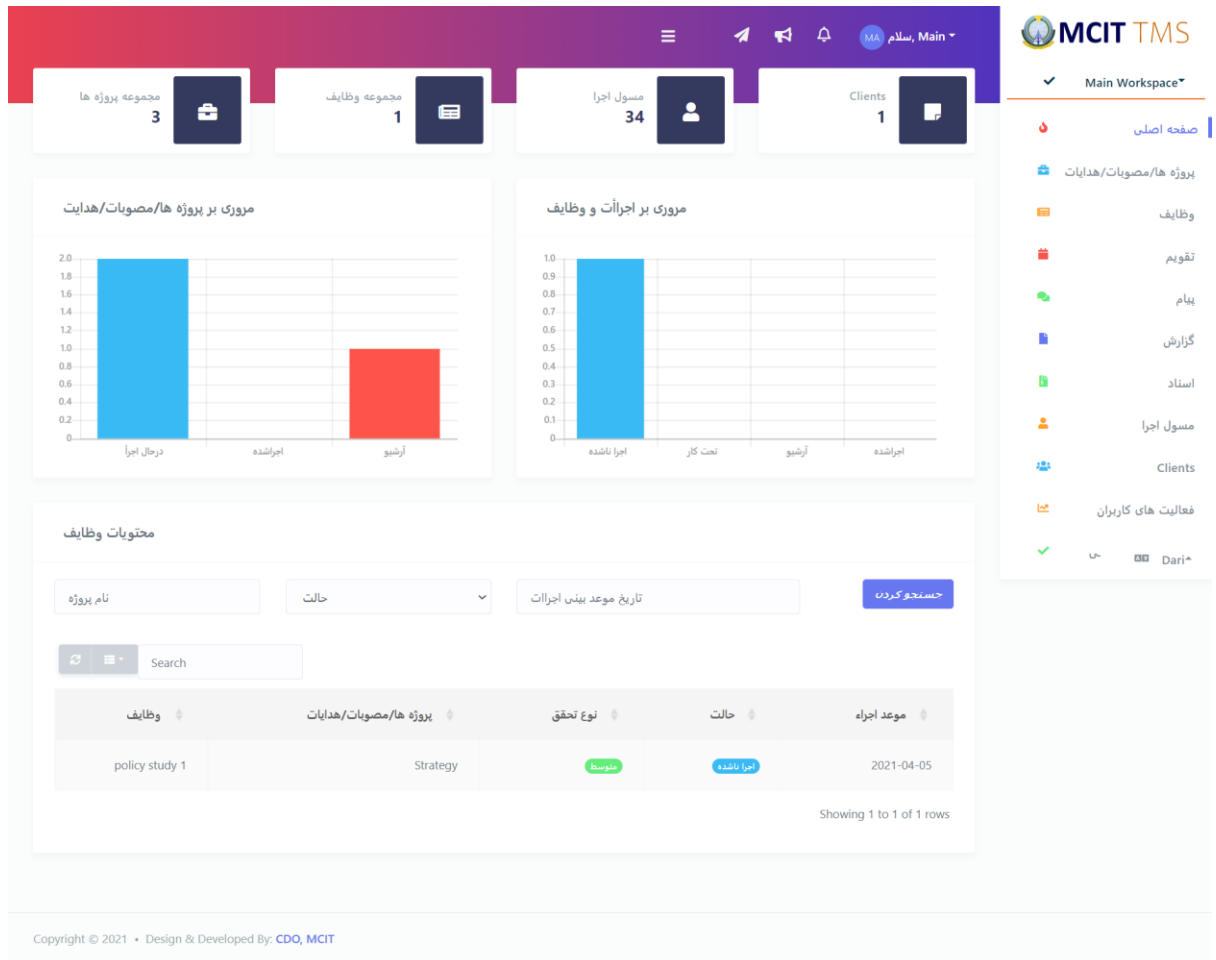
- Add new language



- Translate the phrases from English to the specific language.



- View of the system after language change.



4.1.3 Functional Requirements

REQ: -25. User should be able to change the language type from English to any other local language.

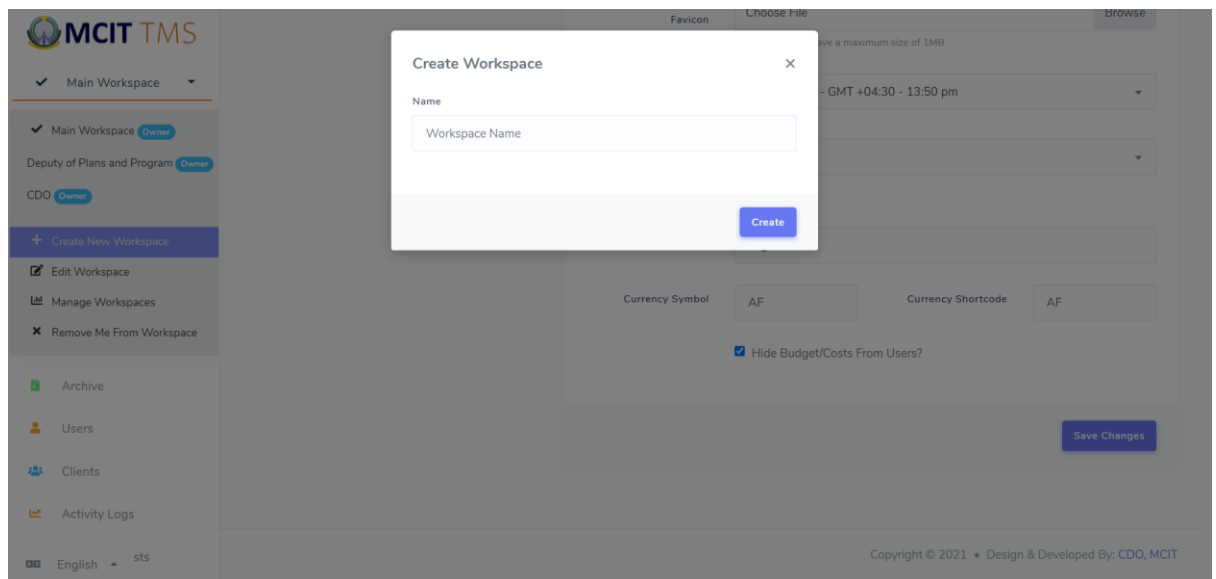
4.16 WORKSPACE MANAGEMENT

4.1.1 Description

- Workspace is there to give access to every department of MCIT in their own work environment.
- Workspaces for every department will help the MCIT to manage tasks relate to every department.

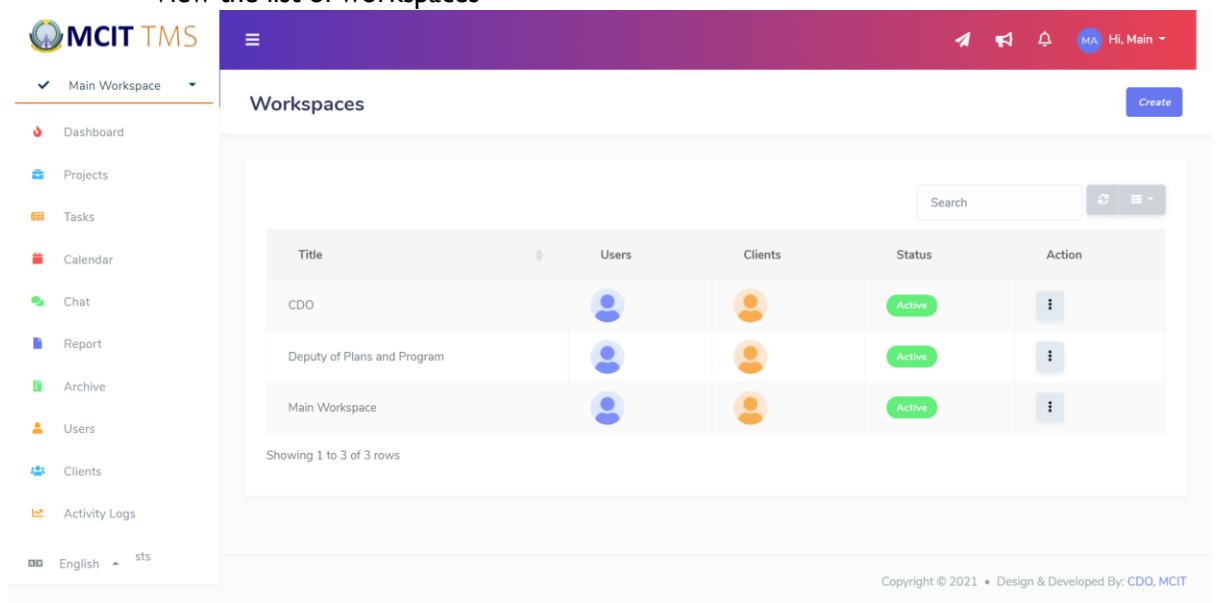
4.1.2 Visual Process Flow

- Add new workspace

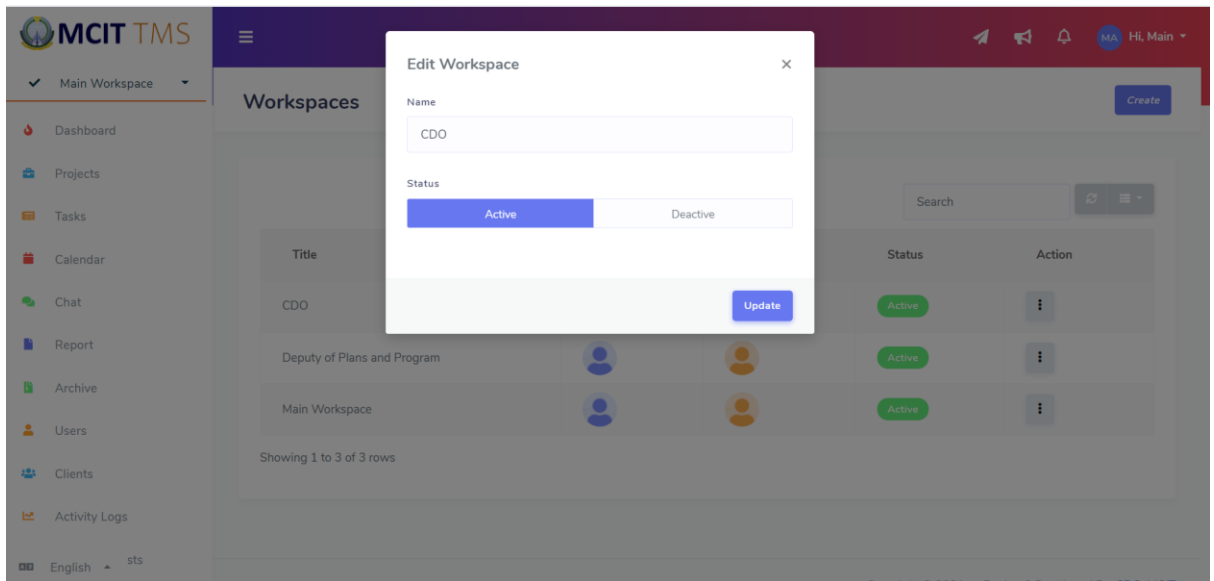


V

- View the list of workspaces



- Edit the details of a workspace



4.1.3 Functional Requirements

- REQ: -26. Super admin should be able to add new workspace to the system.
- REQ: -27. Super admin should be able to manage the workspaces.
- REQ: -28. Super admin should be able to add or remove a user from a workspace.
- REQ: -29. Super admin should be able to make a user admin in one workspace and team member in another workspace.

4.17 EMAIL MANAGEMENT

4.1.1 Description

- Emails can be sent from the system to a particular using from super admin.

4.1.2 Visual Process Flow

- Send email to a user

MCIT TMS

Main Workspace

Dashboard

Projects

Tasks

Calendar

Chat

Report

Archive

Users

Clients

Activity Logs

English

Send mail

To

Subject

Message

Paragraph

B I

0 WORDS POWERED BY TINYMCE

Attachments

Drop Files Here To Upload

Send mail Save as draft

Search

Subject	Status	Date Sent	Action
No matching records found			

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4.1.3 Functional Requirements

REQ: -30. Super admin should be able to send emails to a user and view the list of sent emails.

REQ: -31. Super admin should be able to attach a file while sending an email.

5 OTHER NONFUNCTIONAL REQUIREMENTS

5.1 PERFORMANCE REQUIREMENTS

Task Management System must be interactive and there must be less delays in each action-response of the system. There should be low delay in performance and below 2 seconds while opening the forms, saving the filled forms, popping of error messages, saving the sessions or settings, and displaying the data.

5.2 SAFETY REQUIREMENTS

Information should be securely transmitted to the server without any changes. The system must secure the sensitive data. In addition, to improve the performance, the data should be divided into sensitive data and insensitive data. The insensitive data can be retrieved rapidly, and the sensitive data is encrypted/ decrypted using Encryption algorithms. Moreover, the following safety and protection should be considered: -

- User should be prevented, to the extent possible, from entering wrong data. Such as:
 - Phone number should have 10 digits initiated by 07 or 02.
 - No letter should be inserted on numeric fields.
 - No number should be inserted on property tax field.
 - Email format should be considered in email field.
 - System should pop up a proper message if sensitive information is not entered.
- System should only be able to upload files in PDF, JPG format, and file with EXE and BAT formats should be prevented.
- User should enter his password after the first log in.
- System should prevent accepting simple password.

5.3 SECURITY REQUIREMENTS

There must be proper security mechanism for the system to avoid possible hacking of the system. The following web security practices should be considered in the development phase.

- Sanitize inputs at the client-side and server-side.
- Encode request/response.
- Use HTTPS for domain entries.
- Use only current encryption and hashing algorithms.
- Do not allow for directory listing.
- Do not store sensitive data inside cookies.
- Check the randomness of the session.
- Set secure and HttpOnly flags in cookies.
- Use TLS not SSL.
- Set strong password policy.
- Do not store sensitive information in a form's hidden fields.
- Verify file upload functionality.
- Set secure response headers.
- Make sure third-party libraries are secured.
- Hide web server information.

In addition,

- Different and adequate system access levels should be defined.
- Different users such as director, manager, employee and other officials should have special access to the system.
- System data should be accessed to users in a safe way and only based on rights.
- All log in steps and processes should be carried out under SSL protocol in an encrypted manner.
- Users' personal data should be stored on an exclusive server in an encrypted and protected way.

5.4 SOFTWARE QUALITY ATTRIBUTES

5.4.1 Availability

While saving the information or uploading the files to the system in case the internet service gets disrupted, the information or files can be saved again.

5.4.2 Usability

The system should be easy to handle and should operates in the most expected way with no delays. In addition, it should perform according to needs and transverse quickly between its states.

5.5 BUSINESS RULES

The MCIT top management and employees must have access to the system according to their duties and responsibilities. The MCIT policies and regulations must be considered while defining access levels for the staff. In addition, the clients, who are having a project with MCIT must have access to view the progress of a project. Hence, there are four types of users to the TMS, such as super admins who are having access to the whole system and system configuration, admins who are the top management of MCIT, user accounts for MCIT staff and user accounts for clients.

6 OTHER REQUIREMENTS

6.1 MAINTENANCE

- Software should be developed in a standard way.
- Clarity and readability of source code should be preserved.
- Technical documents about system development should be provided to MCIT.

6.2 DOCUMENTATION

- In addition to given project, all documents should be delivered written.
- After project delivery, online back-up will kick start.

6.3 USABILITY

- System should be developed as generally expected with learning facilitation.
- System should instruct user to undertake different functions of the system.

6.4 TRANSFERABILITY

- Users and system data should be stored in the Data Center of MICT.

6.5 SYSTEM USE AND DISSEMINATION RIGHTS

- The system will be designed to be used by MCIT. All its rights will be reserved for MCIT, and no other person or agency will have commercial rights or system code to the system.

Appendix A: Glossary

The following table describes the abbreviation and acronym used throughout this Software Requirements Specification.

Abbreviation	Meaning
MCIT	Ministry of Communications and Information Technology
TMS	Task Management System
SRS	Software Requirements Specification
DSS	Data Storage System
HTTPS	Hypertext Transfer Protocol Secure
FTP	File Transfer Protocol
SSL	Secure Sockets Layer

